

EDMS

Taxonomy Maintenance

Governance for Document Management

GSA Tech Talks
August 23, 2018

Purpose of a Taxonomy

Tool used to define and name groups of objects so that they can be easily found and managed in a system



Created by Luis Prado
from Noun Project

ELIMINATE FRUSTRATION

Make documents easier to find



Created by Gan Khooon Lay
from Noun Project

MANAGE WHAT YOU HAVE

Know what to discard and what to keep



Created by Gregor Cresnar
from Noun Project

SHARE WITH OTHERS

Make documents accessible to others

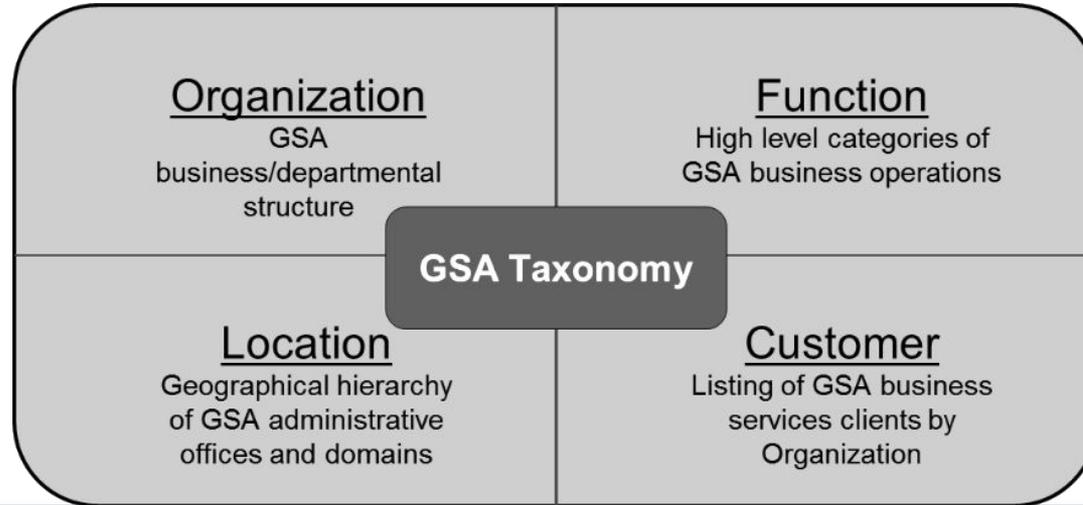


Created by April Yang
from Noun Project

SAVE MONEY

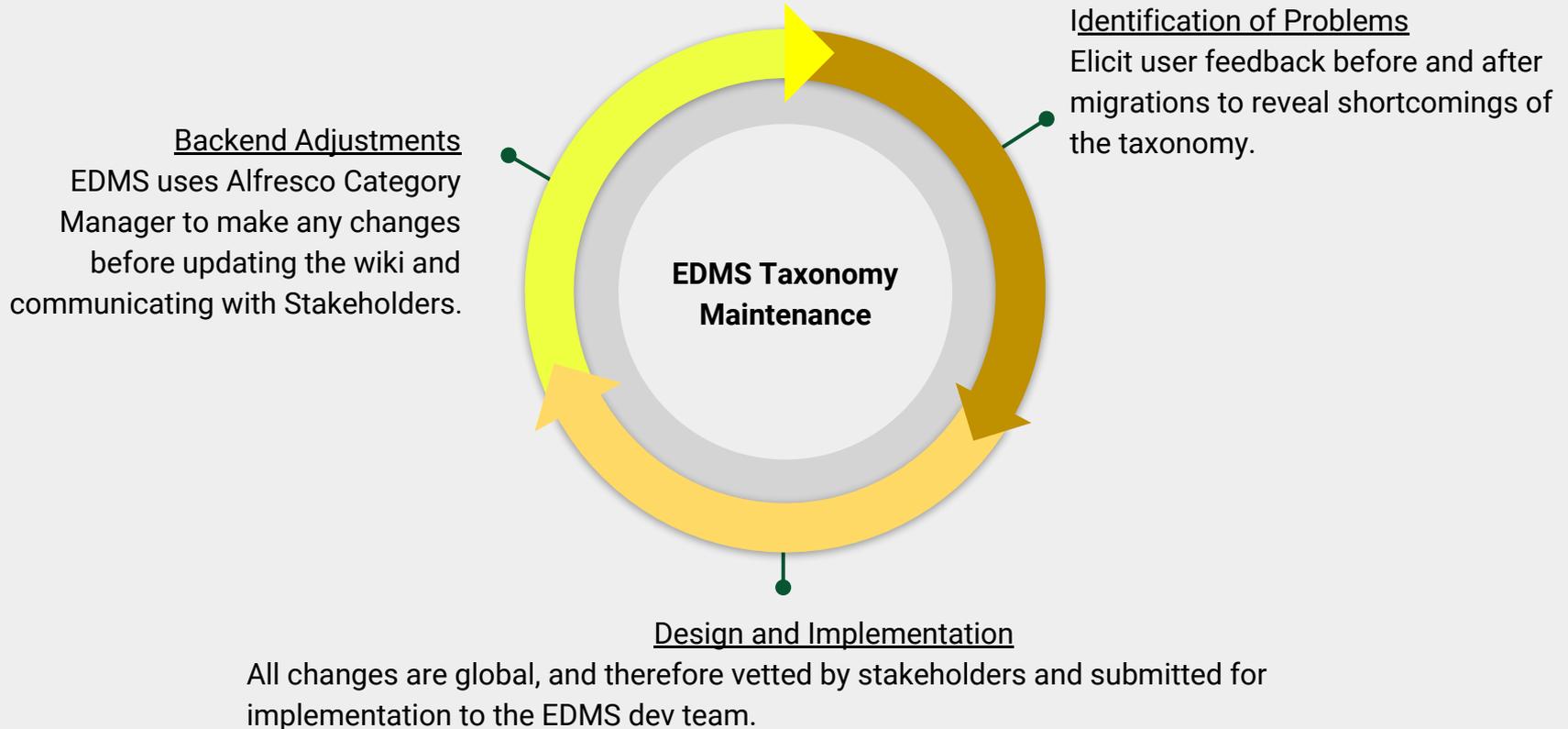
Avoid redundancy and inefficiency

Goals for Taxonomy in Document Management



- Improve means to **Search, Find** or **Discover** documents
- Create opportunities to **Re-use** metadata
- Prevent barriers to **Communication** between people, departments and systems

Taxonomy Governance



Authority Control Sources for Organization Term Set

	A	B	C	D	E	F	G	H	I	J	K	L
1	Databa	System Date and T	Record Da	HSSO (HSSO	Ofc Sym	2 letter Cnt	E PosAddressOrg	InfoLine1	PosAddress	PosAddress	PosAddress
2	HRDW	5/29/2018 8:58	5/27/2018	GS01	Immediate Office of the Administrator	A	A	2 Office of the Administrator		NA	NA	NA

ABOUT GSA ORGANIZATION

This data set provides a hierarchical data listing of all GSA current/active organizations.

Dataset Information:

- ▶ Available Time Period: FY 2017 - May 27, 2018
- ▶ Last Update: May 29, 2018
- ▶ Frequency of update: Every 2 weeks
- ▶ Source: CHRIS - Comprehensive Human Resources Integrated System Portal (accessible from GSA network)

Below are the data element descriptions for the GSA Organization Data set.

Data Element Name	Description	Plain English Definition
HSSO Code	AKA HSSO(Head of Service Staff Office) or SSO(Service Staff Office). A data field that allows a method to pull data relevant to a specific HSSO or SSO. Some other examples: Federal Acquisition Service (GS30) & Public Buildings Service (GS03).	The official code of the Head of Service or Staff Office (4 digit code)
Record Date	Static Extract Date the entire row of the data record is extracted from. Exists in Special fields and also in position data variables area.	Date the report was extracted from CHRIS
HSSO	AKA HSSO(Head of Service Staff Office) or SSO(Service Staff Office). A data field that allows a method to pull data relevant to a specific HSSO or SSO. Some other	The official name of the Head of Service or



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User View

Edit Properties: Default Metadata

Function: * ?

Applications

Select

Organization: * ?

IC - Office of Corporate IT Services

Select

Location: *

GSA Central Office

Select

Save

Cancel

Select...

I - Office of GSA IT

IB - Customer Services Division

IC - Office of Corporate IT Services

ID - Office of Deputy CIO

IG - Digital Services Division

IH - Solutions Strategy Division

IP - Office of Public Buildings IT Services

ID - Office of Deputy CIO

OK

Cancel

Back End

Category Manager

Category Root

Function

Languages

Location

Organization

18F

A - Office of the Administrator

B - Office of the Chief Financial Officer

C - Office of Human Resources Management

D - Office of Mission Assurance

E - Office of Small Business Utilization

G - Civilian Board of Contract Appeals

H - Office of Administrative Services

I - Office of GSA IT

IB - Customer Services Division

IC - Office of Corporate IT Services

ID - Office of Deputy CIO

IG - Digital Services Division

IH - Solutions Strategy Division

IP - Office of Public Buildings IT Services

IQ - Office of Acquisition IT Services

J - Office of Inspector General

L - Office of General Counsel

M - Office of Governmentwide Policy

Office of Customer Experience

Office of Emergency Response and Recovery

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Back End

User View

Edit Properties: Default Metadata

Function: * ?

Applications

Select

Organization: * ?

IC - Office of Corporate IT Sen

Select

Location: *

GSA Central Office

Select

Save

Cancel

Select...

Location

Fleet Management Zones

GSA Central Office

R01 - New England

R02 - Northeast and Carriibbean

R03 - Mid-Atlantic

R04 - Southeast

OK

Cancel

Category Manager

Category Root

Function

Languages

Location

Fleet Management Zones

GSA Central Office

R01 - New England

R02 - Northeast and Carriibbean

R03 - Mid-Atlantic

R04 - Southeast

R05 - Great Lakes

R06 - The Heartland

R07 - Greater Southwest

R08 - Rocky Mountain

R09 - Pacific Rim

R10 - Northwest - Arctic

R11 - National Capital

Organization

Regions

Software Document Classification

Tags

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Back End

User View

Edit Properties: Default Metadata

Function: * ?
Applications Auditing
Select

Organization: * ?
IH - Solutions Strategy Division
Select

Location: *
GSA Central Office
Select

Save Cancel

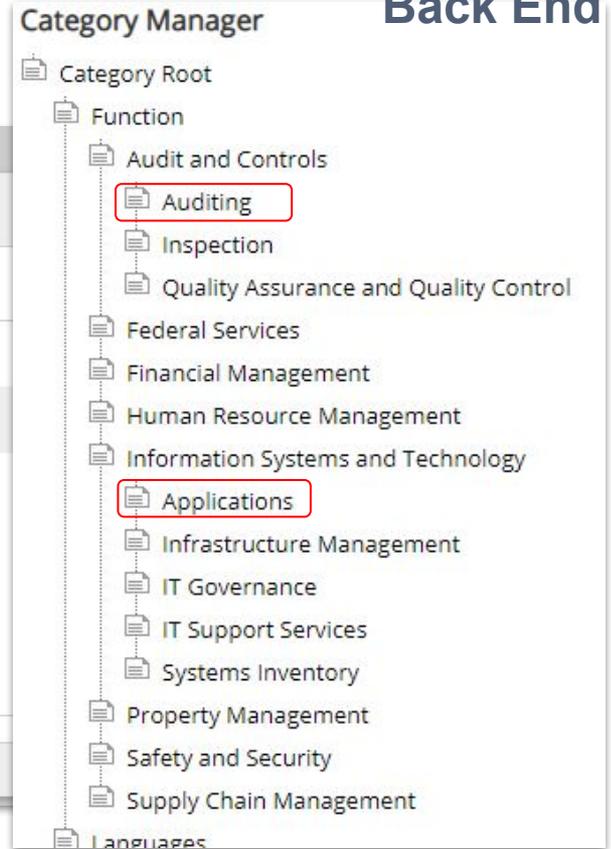
Select...

Audit and Controls

Auditing
Inspection
Quality Assurance and Quality Control

Applications
Auditing

OK Cancel



EDMS Taxonomy Demo

Taxonomy Maintenance Best Practices

Reuse existing
terms



Respond to
organizational needs

Continuous improvement

Thank You!

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